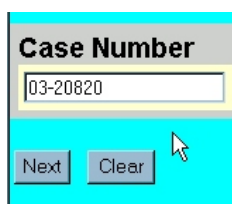


Motion to Convert A Case to Chapter 7. If Debtor is the filer, see section on **Debtor's Motion to Convert to Chapter 7**.

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click on **Motions / Applications** hypertext link.

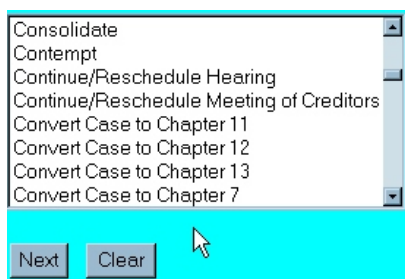


STEP 2 The **Case Number** entry screen displays.



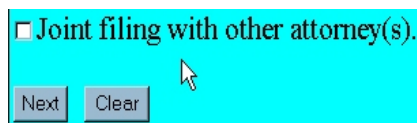
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen displays.



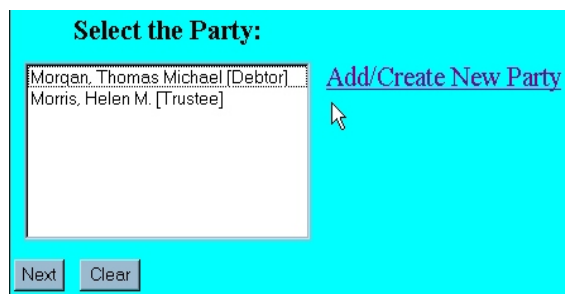
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Convert Case to Chapter 7**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



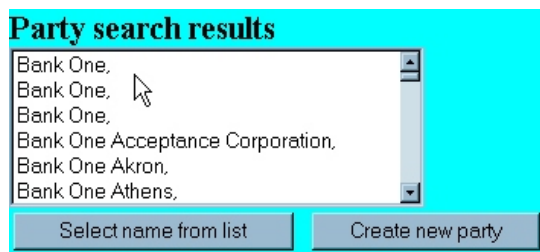
- ◆ If the party's name appears, highlight the name, click on the **Next** button and proceed to **Step 10**.
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.

STEP 6 The **Search for a party** screen displays.



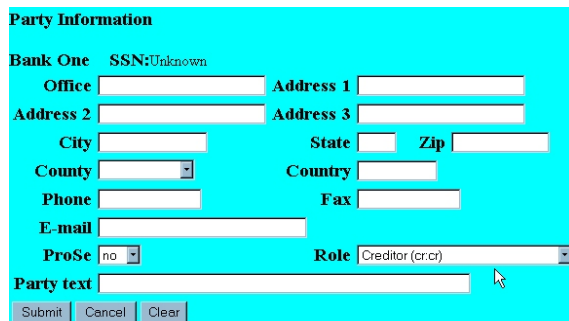
- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.



- ◆ If the party's name appears, click on it, verify address from pop-up screen that appears, then click on the **Select name from list** button. Proceed to **Step 8**.
- ◆ If the party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 If you picked a party from the pick-list, the **Party Information** screen displays.



- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as 'A West Virginia Corporation' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays.

- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

- STEP 11** If an association has not been made in the system, the **Association** screen displays. Check the box to associate you as the attorney for the party selected/added if appropriate.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Bank One, (cr:cr) represented by (Name of Attorney), (aty)

Next Clear

- ◆ Click **Next** to continue.

- STEP 12** The **Select the pdf document** screen displays.

Select the pdf document (for example: C:\19

Filename

O:\PDFfiles\Bankruptcy - Motion.pdf Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and any other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

- STEP 13** The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Or Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Bank One's Motion to Co

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

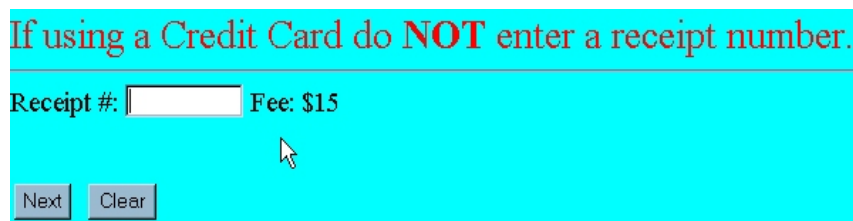
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

STEP 14 The **With Certificate of Service?** screen displays.



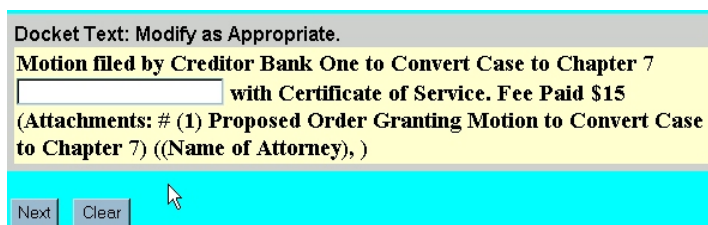
- ◆ Type a lowercase 'y' if your motion contains a Certificate of Service or a lowercase 'n' if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button.

STEP 15 The **Fee** screen displays showing the amount of the conversion fee.



- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Type in additional text in the box provided if needed.
- ◆ Click on the **Next** button

STEP 17 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion filed by Creditor Bank One to Convert Case to Chapter 7 with Certificate of Service. Fee Paid \$15 (Attachments: # (1) Proposed Order Granting Motion to Convert Case to Chapter 7) ((Name of Attorney),)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 18 A **Summary of Current Charges:** screen displays.

Electronic Payment - Microsoft Internet Explorer

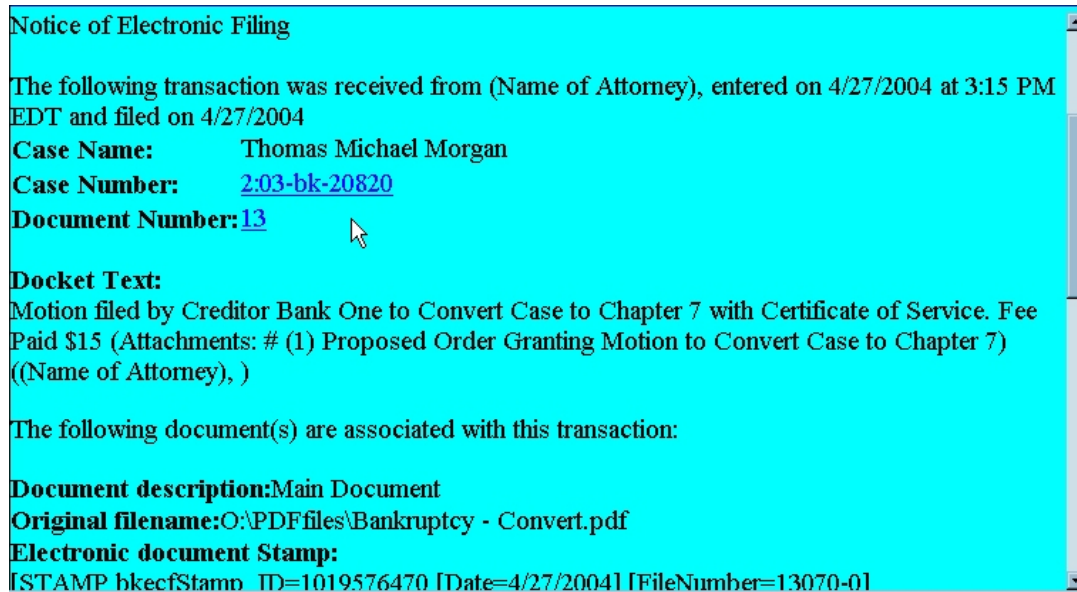
Summary of current charges:

Date Incurred	Description	Amount
2004-04-27 15:15:09	Motion to Convert Case to Chapter 7(2:03-bk-20820) [motion,mcnv7] (15.00)	\$ 15.00
		Total: \$ 15.00

Pay Now Continue Filing

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

A screenshot of a web browser window titled "Notice of Electronic Filing". The page has a light blue background. The text is as follows:

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 4/27/2004 at 3:15 PM EDT and filed on 4/27/2004

Case Name: Thomas Michael Morgan

Case Number: [2:03-bk-20820](#)

Document Number: [13](#)

Docket Text:
Motion filed by Creditor Bank One to Convert Case to Chapter 7 with Certificate of Service. Fee Paid \$15 (Attachments: # (1) Proposed Order Granting Motion to Convert Case to Chapter 7) ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:O:\PDFfiles\Bankruptcy - Convert.pdf

Electronic document Stamp:
[STAMP bkecfStamp ID=1019576470 [Date=4/27/2004] [FileNumber=13070-01]